

Instructions for Completing the Cover Sheet and Budget Category Itemization

Applicants should submit one grant application cover sheet and itemized budget for the entire eighteen-month period.

Applicants for multi-jurisdictional initiatives should contact Nikole Lewis at (804) 786-5367 or Nikole.Lewis@dcjs.virginia.gov for assistance in completing the cover sheet and itemized budget.

Applicant:

List the name of your locality. Funding will be distributed to Commonwealth's Attorney's offices through the local unit of government.

Jurisdiction(s):

List the name of your locality. Multi-jurisdictional initiatives should list the names of all localities that will utilize VDVVF monies.

Program Title:

List "Office of the Commonwealth's Attorney."

Grant Period:

List "July 1, 2005- December 31, 2006."

Type of Application:

All applicants should check "New."

Project Director, Project Administrator, and Finance Director:

Project Director: List the name of the Commonwealth's Attorney, or other person at the local level whom DCJS can contact, if further information is needed.

Project Administrator: List the city manager or county administrator.

Finance Officer: List the individual who will be responsible for fiscal management of the funds.

Multi-jurisdictional initiatives should designate a Project Director, Project Administrator, and Finance Director from one locality. This locality will serve as the fiscal agent for the grant.

Note: *The three people listed on the cover sheets must be three separate individuals. It is very important that you provide fax numbers and email addresses as well as phone numbers for each person above.*

Brief Project Description:

Provide a short summary of the proposed project. This will be used to describe your program to the Criminal Justice Services Board during grant review, and **must not exceed 6 lines**. Indicate the target number of cases that you anticipate will be prosecuted using Virginia Domestic Violence Victim Fund monies during the proposed grant period.

For example:

Funds from the Virginia Domestic Violence Victim Fund will be used to support the personnel costs of a part-time attorney to further dedicate existing resources to prosecute misdemeanors and felonies involving domestic violence, sexual abuse, stalking, and family abuse. It is estimated that XXX cases will be prosecuted with support from the VDVVF during the eighteen-month grant period.

Or:

Funds from the Virginia Domestic Violence Victim Fund will be used to support the personnel costs of a paralegal to assist in the prosecution of misdemeanors and felonies involving domestic violence, sexual abuse, stalking, and family abuse. It is estimated that XXX cases will be prosecuted with support from the VDVVF during the eighteen-month grant period.

Project Budget Summary:

Provide total figures from "Personnel" category from the itemized budget. Round all figures to the nearest dollar.

The VDVVF is supported entirely by state special funds; therefore, all amounts should be placed in the columns marked "State" and "Total."

There are no matching funds required for this grant program.

Budget Category Itemization:

Itemize personnel costs and place in appropriate category for each line item. Each item should reflect expenditures for an eighteen-month grant period. Round all figures to the nearest dollar.